

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

School Food Authority Name: Woodlawn

Date of Administrative Review (Entrance Conference Date): 11/19/2019

Date review results were provided to the School Food Authority: 01/02/2020

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)
 - School Breakfast Program
 - National School Lunch Program
 - Fresh Fruit and Vegetable Program
 - Afterschool Snack
 - Seamless Summer Option
2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)
 - Community Eligibility Provision
 - Special Provision 2

Review Findings

3. Were any findings identified during the review of this School Food Authority?
 - Yes
 - No

REVIEW FINDINGS				
A. Meal Access and Reimbursement – Performance Standard 1				
YES	NO		Technical Assistance	Corrective Action
✓		Certification and Benefit Issuance	✓	
✓		Verification	✓	✓
		Meal Counting and Claiming		
		Charge Policy and Unpaid Meal Procedures		
Findings:				
<ol style="list-style-type: none"> 1) During the AR, it was found that the district used letters generated by the Child Nutrition software program which did not include all of the required language. 2) The free and reduced priced meal applications materials that were posted to the district website were outdated in that the 2018-2019 income eligibility guidelines were included rather than the current 2019-2020 guidelines. 3) Verification was not completed in accordance with 7 CFR 245.6a(3)(i). 4) One of the applications was verified using net income rather than the required gross income. 				
B. Meal Patterns and Nutritional Quality				
YES	NO		Technical Assistance	Corrective Action
✓		Meal Components and Quantities	✓	✓
		Offer versus Serve		
		Dietary Specifications and Nutrient Analysis		
Findings:				
<ol style="list-style-type: none"> 1) The meal pattern for lunch was not met for the students in grades K-2 on any of the five days of the review week. 2) On the day of breakfast observation, a variety of milk was not offered to the students. 3) On the day of breakfast observation, inconsistent fruit choices were observed. According to 7 CFR 220.8(a) (1) (c) meals offered to each age/grade group must include the food components and food quantities specified in the meal pattern. 4) Production records did not contain all of the required information for meal contribution crediting. 				
C. General Program Areas				
YES	NO		Technical Assistance	Corrective Action
		Resource Management		
		Civil Rights		
		SFA On-Site Monitoring		
✓		Local School Wellness Policy		✓
		Smart Snacks in Schools		

✓	Professional Standards		✓
	Water		
	Food Safety, Storage, and Buy American		
	Reporting and Record Keeping		
	School Breakfast Program and Summer Meals Outreach		
	After School Snack		
✓	Seamless Summer	✓	
	Fresh Fruit and vegetable Program		
	Other:		

Findings:

- 1) There was no record of time certification sheets for Child Nutrition employees.
- 2) Wellness Committee activities must be made public for constituents in the school district.
- 3) Wellness Committees are required to perform a triennial assessment of their local wellness policy and activities.
- 4) Districts are required to perform summer outreach for summer meals that are provided in the area.